



Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

State of West Virginia  
**Contract**

Order Date: 10-08-2024

CORRECT ORDER NUMBER MUST APPEAR ON ALL PACKAGES, INVOICES, AND SHIPPING PAPERS. QUESTIONS CONCERNING THIS ORDER SHOULD BE DIRECTED TO THE DEPARTMENT CONTACT.

<b>Order Number:</b>	CCT 0310 6584 DNR2200000003 7	<b>Procurement Folder:</b>	918464
<b>Document Name:</b>	A/E Services-Beech Fork & Coopers Rock New Cabins	<b>Reason for Modification:</b>	Change Order No. 05 issued to renew the contract
<b>Document Description:</b>	A/E Services-Beech Fork & Coopers Rock New Cabins		
<b>Procurement Type:</b>	Central Contract - Fixed Amt		
<b>Buyer Name:</b>	Joseph E Hager III		
<b>Telephone:</b>	(304) 558-2306		
<b>Email:</b>	joseph.e.hageriii@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2021-10-06
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2025-10-05

VENDOR			
<b>Vendor Customer Code:</b>	000000160928		
CIVIL & ENVIRONMENTAL CONSULTANTS INC			
333 BALDWIN RD			
PITTSBURGH	PA	152059702	
US			
<b>Vendor Contact Phone:</b>	999-999-9999	<b>Extension:</b>	
<b>Discount Details:</b>			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	Not Entered		
#3	Not Entered		
#4	Not Entered		

DEPARTMENT CONTACT	
<b>Requestor Name:</b>	James H Adkins
<b>Requestor Phone:</b>	(304) 558-3397
<b>Requestor Email:</b>	jamie.h.adkins@wv.gov
<b>2025</b>	
FILE LOCATION _____	

INVOICE TO	
DIVISION OF NATURAL RESOURCES	
PARKS & RECREATION-PEM SECTION	
324 4TH AVE	
SOUTH CHARLESTON	WV 25305
US	

SHIP TO	
STATE OF WEST VIRGINIA	
JOBSITE - SEE SPECIFICATIONS	
No City	WV 99999
US	

CR 10-15-24

<b>Total Order Amount:</b>	\$1,326,499
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Purchasing Division's File Copy

<b>PURCHASING DIVISION AUTHORIZATION</b>
DATE: <i>Munich 10/15/2024</i>
ELECTRONIC SIGNATURE ON FILE

<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b>
DATE: <i>John S. Gray</i>
ELECTRONIC SIGNATURE ON FILE

<b>ENCUMBRANCE CERTIFICATION</b>
DATE: <i>Cody Ross 10-15-24</i>
ELECTRONIC SIGNATURE ON FILE

10/15/2024

**Extended Description:**

Change Order

Change Order No. 05 is issued to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

Effective date of renewal 10/06/2024 through 10/05/2025.

Renewals Remaining: Zero (0).

All provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81101500	0.00000		0.000000	\$1,210,000.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2021-10-06	2025-10-05				

**Commodity Line Description:** Civil engineering

**Extended Description:**

Architectural/engineering services and contract administration for new cabins at Beech Fork State Park and Coopers Rock State Forest.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81101500	0.00000		0.000000	\$35,000.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2021-10-06	2025-10-05				

**Commodity Line Description:** Change Order No. 01

**Extended Description:**

Architectural/engineering services and contract administration for new cabins at Beech Fork State Park and Coopers Rock State Forest.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	81101500	0.00000		0.000000	\$9,000.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2021-10-06	2025-10-05				

**Commodity Line Description:** Change Order No. 02

**Extended Description:**

Architectural/engineering services and contract administration for new cabins at Coopers Rock State Forest.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	81101500	0.00000		0.000000	\$72,499.75
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2021-10-06	2025-10-05				

**Commodity Line Description:** Change Order No. 03

**Extended Description:**

Architectural/engineering services and contract administration for new cabins at Coopers Rock State Forest.



*Approved  
per Frank Whittaker  
10-11-24*

Governor Jim Justice

Director Brett W. McMillion

September 4, 2024

Jamie H. Adkins  
WV Division of Natural Resources  
Property and Procurement Office  
324 4<sup>th</sup> Ave.  
South Charleston, WV 25303

RE: A/E Services  
Beach Fork and Coopers Rock Cabins CCT DNR2200000003  
Contract Renewal

Dear Mr. Adkins,

The WV Division of Natural Resources, Planning, Engineering and Maintenance Section requests a renewal of the subject contract under the current terms, conditions and pricing. The associated construction projects are still ongoing, requiring continued construction oversight. Contract renewal period is 10/6/2024 to 10/5/2025.

If you have any questions, please contact me at 304-550-4892.

Sincerely,

Deborah Demyan, Project Engineer  
WV Division of Natural Resources  
Planning, Engineering and Maintenance Section



## AUTHORIZATION FOR CONTRACT RENEWAL


September 10, 2024

Mr. Matt Yeager  
WVDNR  
324 4<sup>th</sup> Avenue  
South Charleston, West Virginia 25303

Dear Mr. Yeager:

Civil & Environmental Consultants, Inc. would like to renew our contract A/E Services-Beech Fork & Coopers Rock New Cabins CCT DNR2200000003 under the current terms, conditions and pricing.

Renewal Period  
10-6-2024 to 10-5-2025

  
Jim Christie, P.L.A.  
Principal

  
Joseph D. Robinson, P.E.  
Vice President

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## West Virginia Secretary of State — Online Data Services

### Business and Licensing

Online Data Services Help

### Business Organization Detail

*NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.*

### CIVIL & ENVIRONMENTAL CONSULTANTS, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	12/29/1994		12/29/1994	Foreign	Profit			

Organization Information			
<b>Business Purpose</b>	5413 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Architectural, Engineering and Related Services (landscape architects, drafting, geophysical mapping, testing labs)		<b>Capital Stock</b> 0.0000
<b>Charter County</b>	Harrison	<b>Control Number</b>	0
<b>Charter State</b>	PA	<b>Excess Acres</b>	0
<b>At Will Term</b>		<b>Member Managed</b>	
<b>At Will Term Years</b>		<b>Par Value</b>	0.000000
<b>Authorized Shares</b>	0	<b>Young Entrepreneur</b>	Not Specified

## Addresses

Type	Address
<b>Local Office Address</b>	120 GENESIS BLVD BRIDGEPORT, WV, 26330
<b>Mailing Address</b>	700 CHERRINGTON PARKWAY MOON TOWNSHIP, PA, 15108 USA
<b>Notice of Process Address</b>	CORPORATION SERVICE COMPANY 209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
<b>Principal Office Address</b>	700 CHERRINGTON PARKWAY MOON TOWNSHIP, PA, 15108 USA
Type	Address

## Officers

Type	Name/Address
<b>Director</b>	DANIEL A. MALTESE 700 CHERRINGTON PARKWAY MOON TOWNSHIP, PA, 15108
<b>President</b>	DUSTIN J KUHLMAN 700 CHERRINGTON PARKWAY MOON TOWNSHIP, PA, 15108
<b>Secretary</b>	D. TROY BLAIR 700 CHERRINGTON PARKWAY MOON TOWNSHIP, PA, 15108
<b>Treasurer</b>	FOREST RICHARDSON 700 CHERRINGTON PARKWAY MOON TOWNSHIP, PA, 15108
<b>Vice-President</b>	HARRY DRAVECKY 700 CHERRINGTON PARKWAY MOON TOWNSHIP, PA, 15108
Type	Name/Address

## Name Changes

Date	Old Name
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<b>5/12/2016</b>	CIVIL AND ENVIRONMENTAL CONSULTANTS, INC.
<b>Date</b>	<b>Old Name</b>

<b>Date</b>	<b>Amendment</b>
<b>5/12/2016</b>	NAME CHANGE: FROM CIVIL AND ENVIRONMENTAL CONSULTANTS, INC. TO CIVIL & ENVIRONMENTAL CONSULTANTS, INC.
<b>Date</b>	<b>Amendment</b>

<b>Annual Reports</b>
<b>Filed For</b>
2024
2023
2022
2021
2020
2019
2018
2017x
2017
2016
2015
2014
2013
2012
2011
2010
2009
2008
<b>Date filed</b>

For more information, please contact the Secretary of State's Office at 304-558-8000.

Tuesday, October 8, 2024 — 3:18 PM

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Vendor/Customer

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Address

Address Type	Street 1	City	State/Province	Zip/Postal Code	Principal Contact
Payment	PO BOX 644246	PITTSBURGH	PA	15264-4246	Susan Fiori
Payment	99 CAMBRIDGE PLACE	BRIDGEPORT	WV	26330	
Billing	ATTN BEN COSTELLO	BRIDGEPORT	WV	26330	
Ordering	333 BALDWIN RD	PITTSBURGH	PA	152059702	JAMES E SWET
Ordering	3800 PARK 42 DR #1308	CINCINNATI	OH	45241	DREW CRANCE
Ordering	89 CAMBRIDGE CT	BRIDGEPORT	WV	263302620	DENNIS MILLER PS
Payment	700 CHERRINGTON PKWY	MOON TOWNSHIP	PA	15108	Default Contact Name
Ordering	700 CHERRINGTON PKWY	MOON TOWNSHIP	PA	15108	Default Contact Name

First Prev Next Last

Save Undo Delete Insert Copy Paste

Vendor/Customer : 00000160926 Active From : 07/21/2015   
 CIVIL & ENVIRONMENTAL CONSULTANTS INC Active To :   
 Address Type : Payment Default Record :   
 Division/Department : Mail Returned :   
 Additional Address Info : Active Address : Yes  
 Prevent New Spending :   
 Default Currency : USD - US Dollar

Address Information

Address ID : A000006 Country Phone Code : 1  
 Street 1 : PO BOX 644246 Phone : 412-429-2324  
 Street 2 : Phone Extension :  
 City : PITTSBURGH County :  
 State/Province : PA County Name :  
 Zip/Postal Code : 15264-4246 Country : US  
 DLNS :   
 Extended DLNS :   
 Unique Entity Identifier :   
 CAGE Code :

Prenote/EFT

Remittance Advice

Contact Information

Contact Address Information

Geographic Designation

Change Management

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Modify Existing Record Add New Address

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Sep 17, 2024



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- Exact Phrase 



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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. Adams (w)</u> Date: <u>10.11.24</u>  Solicitation No. <u>CCT DNR 22*05</u> <span style="margin-left: 100px;"><u>cp # 5</u></span>	Agency: Division of Natural Resources  Procurement Officer Submitting Requisition: Jamie H. Adkins  Requisition No. CCT DNR22*03 CO5  PF No.: 918464
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This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

### FOR ALL SOLICITATION TYPES:

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1	Specifications and Pricing Page included	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions ( <a href="http://www.state.wv.us/admin/purchase/TCP.pdf">www.state.wv.us/admin/purchase/TCP.pdf</a> )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### FOR CHANGE ORDERS/RENEWALS:

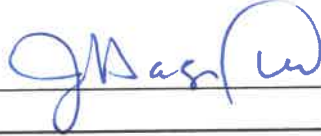
13	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

\*The items pre-checked are required before a Purchase Requisition may be submitted to the Purchasing Division. Failure to complete and verify this documentation may result in rejection of the requisition back to the agency. It is up to the agency procurement officer to determine if pre-approvals, insurance, or other documentation is needed for the purchase. The referenced information below may be used to make this determination.

*For Purchasing Division Use Only:*

I have reviewed the requisition identified above and find that it is sufficient to advertise publicly to the vendor community. My review does not preclude the possibility that the vendor community, or some other entity, will identify an area of concern; however, should such issues or concerns arise, they will be reviewed and addressed as may be appropriate.

Signature: \_\_\_\_\_



**REFERENCE:**

1. **Specifications and Pricing Page.** The specifications and intended pricing evaluation tool (wvOASIS line or pricing page) must be attached to the requisition for the Purchasing Division to review them.
2. **Usage of correct specification template.** The Purchasing Division maintains standard format templates on its website for various purchase types, including but not limited to one-time, services, and open-end RFQ purchases; RFPs; and EOIs. Using the correct specification template ensures language appropriate for the type of purchase will be contained in the final contract. A copy of these templates can be found on the Purchasing Division's website at [www.state.wv.us/admin/purchase/forms.html](http://www.state.wv.us/admin/purchase/forms.html).
3. **Use of correct requisition type.** Agencies must discern the type of contract needed prior to entering the requisition in wvOASIS. The requisition type will limit the type of award that can be issued for each solicitation. **Purchasing Division Procedures Handbook, Section 3.3.1.1.**
4. **Terms and conditions.** The agency must complete the General Terms and Conditions using the master copy maintained by the Purchasing Division, and the revision date on the terms and conditions document must not be removed or altered in any way. The Purchasing Master Terms and Conditions can be found on the Purchasing Division's website at [www.state.wv.us/admin/purchase/TCP.pdf](http://www.state.wv.us/admin/purchase/TCP.pdf). **Purchasing Division Procedures Handbook, Section 3.2.4.6.**
5. **Maximum budgeted amount.** This is the maximum amount of funding available for the purchase of the good or service as determined by the agency prior to requisition submission. This amount determines the agency's ability to negotiate and cannot be changed after the bid opening. **Purchasing Division Procedures Handbook, Section 6.9.3.1.**
6. **Suggested vendors.** Suggested vendors are identified at the time an agency conducts its market research and are placed in the Vendor List or Free Form Vendor fields within the requisition. This ensures the vendors are made aware of the bidding opportunity.
7. **Capitol Building Commission pre-approval.** Pre-approval from the Capitol Building Commission is required before any contract can be bid for work requiring a substantial physical change to the state capitol building or surrounding complex, before work begins to a building on the capitol complex if not done under a contract, and prior to processing change orders for work to buildings on the capitol complex above \$40,000. **Purchasing Division Procedures Handbook, Section 7.2.**
8. **Financing pre-approval.** Any loan or extension of credit from a bank or other financial institution by any state agency under the Executive Branch requires pre-approval from the Governor's Office and must be in the best financial interest of the state of West Virginia. **Per memorandum from the Governor's Office.**
9. **Fleet Management Division pre-approval.** Pre-approval by the Fleet Management Division (FMD) is required to purchase vehicles, unless statutorily exempt. Any request made under the authority of the Fleet Management Division to increase an agency's fleet size must be approved by the FMD executive director, and all vehicle purchases, regardless of dollar amount, must be processed through the Purchasing Division. **Purchasing Division Procedures Handbook, Section 7.8.**
10. **Insurance requirements.** **RE Purchasing Division Procedures Handbook, Section 3.2.5.3. Appendix C.**